

REGULAR COUNCIL MEETING NOVEMBER 8, 2011

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on November 8, 2011 at 7:00 p.m.

1. Vice-Mayor Coleman called the meeting to order and presided.
2. Minister Larry Viemeister, Leesville United Methodist Church, gave the invocation.

Council members
present:

Mr. J.R. Burgess
Mr. Ronald Coleman
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Bill Ferguson
Mr. Jay Higginbotham
Mr. Michael Mattox

Mayor Burgess left the meeting at 8:22 p.m.

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Dan Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Deputy Chief Kenneth Walsh, Police Department
Mr. John Eller, Town Attorney
Mr. John Tomlin, Public Works Director
Mr. Steve Bond, Wastewater Treatment Director
Mrs. Mary Hall, Administration

3. Vice-Mayor Coleman asked if there were any questions regarding the agenda.

A motion was made by Mr. Mattox, seconded by Mrs. Dalton, to approve the agenda.

Motion carried:
VOTE:

Mr. J.R. Burgess	Yes
Mr. Ronald Coleman	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes

4. Vice-Mayor Coleman asked if there were any questions regarding the minutes of the October 11, 2011 Town Council meeting.

A motion was made by Mrs. Dalton, seconded by Mr. Mattox, that the minutes of the October 11, 2011 Town Council meeting be approved as presented.

Motion carried:
VOTE:

Mr. J.R. Burgess	Yes
Mr. Ronald Coleman	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes

5. Financial Statements

6. Public Comment

a. Glenn Miller, Miller's Jewelry-Downtown Project-Trees

Mr. Glenn Miller, business owner of Miller's Jewelry, came forward to speak on behalf of the merchants and property owners on Main Street, Phase 2 Streetscape project. Mr. Miller presented Council with a petition representing 100 percent of the businesses in the Phase 2 area. He stated although they love trees, felt they belonged in parks and lawns and not in close proximity to buildings with flat top roofs. Mr. Miller listed several reasons he felt the trees would not work on Main Street. He noted the merchants and property owners are very proud of the new sidewalks and thanked Council. He stated the sidewalks are nice again and would like for them to stay that way for many generations. He stated they all have the same goal of making the Town as appealing as possible and offered alternate suggestions of using decorative planters with small evergreens, using colorful benches or trashcans, or historical markers. He thanked each member for handling this situation properly.

Mr. Coggsdale updated Council stating at one of the recent progress meetings with the business owners, Mrs. Miller, brought forth the concerns regarding the trees proposed on Main Street in the area of Schewels and close proximity to Miller's Jewelry. This was taken under advisement and started looking into the process as to if this is proper location for a tree and what alternatives could be worked out. Mr. Coggsdale stated after reviewing the situation he was comfortable recommending that the tree not be located at this area. Mr. Coggsdale stated this leads to the question if the trees are appropriate in this project. He noted six trees are included in this project.

Mr. Higginbotham asked if there were any species of trees that would be acceptable.

Mr. Miller stated something such as an Alberta Spruce or a slow growing Evergreen. He mentioned the last bunch of tree leaves cost him \$12,000. He offered planters with six foot evergreens in them would be appropriate. He stated other than drainage, he did not see the need for the grates. They could be bricked in with the planters placed there. Mr. Miller stated the tree that has been recommended for that area grows to be 45 feet tall with a two and one half root base.

Mr. Edwards asked that the Town Manager, Wiley and Wilson, Mr. Miller's committee meet and come to a common agreement.

Mr. Coleman stated a decision about the grates that have been purchased will need to be made also.

Mr. Coggsdale noted the contract calls for substantial completion in mid-December and did not feel a tree would withhold substantial completion.

Mrs. Dalton questioned the mechanism for approving the final details of the design.

Mr. Coggsdale stated when the streetscape concept was adopted and the second phase was put out to bid.

Mrs. Dalton recalled looking at plans that had trees on them. She felt it would be appropriate for the group that presented the concept to Council go through that chain again.

Mr. Tim Wagner, Wiley and Wilson, addressed Council. He stated trees in confined environments are typically 20 percent smaller than unconfined trees. He stated research has been done on the selected trees with examples of five and ten year growth; none of these were in tree grates.

Mr. Higginbotham stated it sounds as if the complain is with the leaves on the trees and not the size and suggested looking at Evergreen trees.

Mr. Wagner reminded Council the tree grates have already been received and the trees are being held at a Southern Landscaping.

Mr. Coggsdale is to meet with Mr. Miller's committee and Mr. Wagner and return a recommendation to Council.

Vice-Mayor Coleman asked if anyone not on the agenda would like to speak. No one came forward.

7. Special Items or Recognitions

a. Webelos Pack 184-Citizenship Badge

Mr. Tim Wagner was present with the Webelos Pack 184. They were in attendance as part of receiving their Citizenship Badge.

8. Committees

a. Council Committees

i) Finance Committee

Budget Amendments

Mrs. Dalton advised of FY2012 budget amendments reviewed by the Finance Committee. The amendments relate to 1) Insurance proceeds received for damage to a patrol vehicle; 2) Receipt of a VML Safety Grant and purchases in the Wastewater Department; and 3) Reimbursement to the Town's General Fund for a portion of the cost of the library roof and the anticipated expenditures in FY2012 for library maintenance. She mentioned this action would close out the Library Fund and all future expenditures would be included in the General Fund portion of Public Works budget.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to adopt the FY2012 budget amendments as stated in the cumulative amount of \$89,605.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Budget Calendar

Mrs. Dalton advised of the budget calendar for the preparation of the FY2013 Budget. She also mentioned staff is proposing the adoption of the budget occur at the regularly scheduled June meeting rather than a special meeting for such adoption.

A motion was made by Mrs. Dalton, seconded by Mr. Mattox to adopt the budget calendar as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes

Mr. Charles Edwards	Yes
Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes

Auditor Services

Mrs. Dalton stated the Town has worked with Brown Edwards in regard to the annual audit for a number of years. At this time procurement rules dictate the need to re-advertise for those services. Staff seeks permission to issue a Request for Proposals for Auditing Services. Once the proposals are received, the Finance Committee may serve as the committee to review and interview firms and make a recommendation to Council.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that staff be authorized to issue a Request for Proposals for auditing services.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Davenport Presentation

Mrs. Dalton advised the Finance Committee was presented Davenport's presentation on the draft Financial Advisor Plan prior to Council's regular meeting at 5:00 p.m. at Town Hall.

Mr. Edwards requested Council review the budget process.

It was the consensus of Council to hold a work session at 5:00 p.m. on December 6, 2011.

ii) Police Committee

COPS Grant

Mr. Mattox mentioned the Altavista Police Department did not receive funding from the Department of Criminal Justice Services for a COPS grant; only 9% of the requests were funded.

Motor Carrier Inspection Certification

Mr. Mattox advised two Altavista Police Department personnel (Officers Jefferson and Haugh) have completed the training and passed the test for certification as a Motor Carrier Inspector. At this time they are completing the on-the-job (OTJ) requirements, which must be accomplished in a six month timeframe.

Byrne Grant

Mr. Mattox mentioned the Altavista Police Department received Byrne Justice Assistance Grant in the amount of \$6,442, which requires \$716 of local match for a total of \$7,158. The town has routinely received this grant and plans to utilize some of the funds for equipment needed for the Motor Carrier Inspection program.

Crime Report

Mr. Mattox mentioned the Police Committee was provided with a copy of the Crime Report for the Altavista Police Department and would suggest that each Council member review the data.

Miscellaneous/Updates/FYI

Mr. Mattox mentioned some items of interest: VLEPCS – Accreditation Update (Included in packet), Radar Trailer has been deployed, Community Crime, Quality of Life Seminar held (Survey results Included in packet)

iii) Public Works Committee

Alley Vacation between 4th and 5th Street:

Mr. Ferguson advised at last month's meeting, Council forwarded the request of Mrs. Cora Brumfield to close the alley between 4th and 5th Street in the 1100 block to the Public Works Committee. Staff has reviewed this request and sees no negative impact that would exist with the closing of the alley on the town's transportation or development plans. Staff, along with the Committee, feels that the applicant should pay the cost of advertising for the hearing and there be no charge for the land. The Public Works Committee requested that Council set a public hearing on the alley vacation at their next regularly scheduled meeting, December 13, 2011.

A motion was made by Mr. Ferguson, seconded by Mr. Mattox, to schedule a public hearing for Tuesday, December 13th to receive comment on the vacation of the alley between 4th and 5th Street.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Streetlight Request on Tabby Lane

Mr. Ferguson advised staff analyzed a streetlight request in the 1900 block of Tabby Lane and determined it meets the Town's criteria in regard to 300 feet minimum between existing lights. The Public Works Committee recommends the installation of a streetlight on the existing pole between 1916 and 1918 Tabby Lane.

A motion was made by Mr. Ferguson, seconded by Mr. Mattox, to install a new streetlight on the existing pole between 1916 and 1918 Tabby Lane.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Highway Funds – Street Projects

Mr. Ferguson advised Governor McDonnell’s administration is contemplating the introduction of legislation for the 2012 General Assembly that would reduce road maintenance payments to localities that own and maintain their own streets. Based on the proposal to reduce the current payment rate, the Town of Altavista could see their Road Maintenance Payments reduced by \$220,882.61; current FY2012 Budget contains funding of \$570,000.

Mr. Edwards requested a letter be sent to Governor McDonnell requesting these funds not be reduced.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to send a letter to Governor McDonnell requesting the road maintenance payments to localities not be reduced.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

iv) Utilities Committee

Utility Fees

Mrs. Dalton advised the Committee previously deferred discussion regarding utility fees (connection, availability, etc.) due to the implementation of the 5-year rate adjustment plan. Staff is compiling information for the Committee to review and determine if adjustments are necessary. Currently, the Town of Altavista charges \$350 for a new water connection with no availability fee and \$500 for a sewer connection and \$600 for a sewer availability fee. In addition, the Town charges a security deposit of \$75.00 to renters (no deposit for businesses and homeowners); Late Payment fee is 10% not to exceed \$5.00 and the Non-Payment Restoration Fee is \$25.00.

Campbell County Utility Service Authority (CCUSA)

Mrs. Dalton stated staff updated the Committee on several pending issues with CCUSA. Abbott has completed their sampling of the CCUSA’s water and has indicated that all is well and asked that we notify them when the water begins flowing into our system. Staff is currently working with CCUSA personnel to coordinate the water distribution into our system. She also mentioned CCUSA conducted a public session on Tuesday, November 1st in regard to the proposed Windsong Drive water line project.

Water Asset Management Study

Mrs. Dalton noted Staff reported to the Committee that the “draft” study on Water Asset Management has been received and a meeting with the engineer was scheduled to review. Once changes are made, the report will be forwarded to the Utility Committee for their review and then to the full Council.

b. Others

i) PCB Alternative Remediation Committee

Mr. Higginbotham advised the PCB Alternative Remediation Committee met with Dr. Louis Licht, Ecolotree, Inc. Mr. Licht presented the committee with a brief synopsis of what he proposes to do. Mr. Higginbotham stated he would like to get the concurrence of Council to move forward and advise DEQ, Mr. Mead Anderson, that Council is interested in moving forward with Mr. Licht. He mentioned a letter is being drafted to that effect.

Mr. Coggsdale mentioned the cost estimate from Dr. Licht is approximately \$15,000.

Mr. Higginbotham noted this amount would include planting poplar trees down one side of the lagoon and then several planters containing sludge and poplar trees. The PCBs would be measured before and after to show progress. The timetable calls for planting early spring with some results in the fall. He stated the Committee feels confident that this is a viable option that needs to be examined to see what the results are and DEQ to accept what is being done. He asked for Council's concurrence to move forward.

Mr. Edwards added they are looking at 120 trees and 10,000 square feet. He mentioned the cost of the trees would be approximately \$97,000 uninstalled along with other fees associated with planting the trees. Mr. Edwards mentioned compost will be needed and asked if with the Town's leaf collection if these could be stockpiled.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to continue forward with Phytoremediation and drafting a letter to Mr. Mead Anderson.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

ii) Recreation Committee

Membership Revision:

Mr. Dick McKeel advised currently there are five (5) voting members including the YMCA Executive Director (Steve Jester). The Committee proposes that the YMCA Executive Director become an ex-officio member and the Altavista District Representative on the Campbell County Recreation Committee become the fifth voting member. This position is currently held by Viki Mattox. The Town Manager would continue to serve as an ex-officio member. Members serve three (3) year terms.

A motion was made by Mr. Mattox, seconded by Mr. Edwards, that the Altavista Area YMCA Executive Director be an "ex-officio" member on the Town's Recreation Committee and that the Altavista District Representative on Campbell County's Recreation Committee become a voting member with a three year term running concurrently with their Campbell County Recreation Committee term. (NOTE: Mrs. Mattox's term on the Campbell County Recreation Committee expires on December 31, 2013).

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Recreation Facilities – Tobacco Free

Mr. McKeel stated the Recreation Committee recommends the Town of Altavista adopt a policy stating that all Town owned recreation property/ facilities be tobacco free and appropriate signs be erected. The Committee feels this action would promote healthy living and community wellness (a goal of our recreation areas); deal with harmful secondhand smoke; reduce cigarette/tobacco related litter; and change community norms in regard to use of tobacco, especially for our young people.

Mr. Mattox asked that this matter, at the consensus of Council, be referred to legal counsel for consideration and public input also be sought.

It was consensus of Council to refer this matter to the Legislative Committee.

Miscellaneous Discussion

Mr. McKeel advised the Recreation Committee was updated on the status of the Bedford Avenue Park Improvements. The Committee also discussed with staff the roles and responsibilities of groups associated with our parks in regard to maintenance. The Committee was also updated on the County's portion of English Park and the new entrance road that was being installed. There was interest expressed that this committee would like to meet with county representatives to discuss the future development of the park; staff will coordinate that meeting. The Committee also discussed the possibility of looking at opportunities to expand bike trails in town and make this a requirement when roads are improved.

9. Unfinished Business

a. Zoning Ordinance

Mr. Coggsdale advised at last month's meeting, Town Council considered and adopted the new Zoning Ordinance. After review, Town Attorney John Eller would request that Council adopt the attached ordinance to clarify the repeal of the existing ordinance and the adoption of the new ordinance.

A motion was made by Mr. Edwards, seconded by Mr. Ferguson, to adopt the ordinance regarding repeal of the existing Zoning Ordinance, Chapter 86, and adoption of the new Zoning Ordinance, Chapter 86.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

An Ordinance to repeal Chapter 86, Articles I through XII, inclusive, of the Code of the Town of Altavista, 1968, relating to zoning and to enact a new zoning ordinance.

REGULAR COUNCIL MEETING NOVEMBER 8, 2011

Be it ordained by the Town Council of the Town of Altavista:

1. That Chapter 86 of the Code of the Town of Altavista, Articles I through XII, inclusive, be and it hereby is repealed effective 11:59 P.M. December 31, 2011.
2. That a new Chapter 86, Articles I through XII of the Code of the Town of Altavista, 1968, be enacted and ordained to be known as the Zoning Ordinance of the Town of Altavista 2012, to be effective at 12:00 A.M. on January 1, 2012.

b. Public Nuisance-15th Street

Mr. Witt addressed Council regarding the public nuisance at 1102 15th Street. He advised he reported to Council the nuisance at 1102 15th Street in June 2011. Staff was directed to continue working with the owners but authorized to ask the owners to remove the structure. Notice was mailed on June 24 and the owners were given until August 1st to remove the structure. Staff reported at the August meeting that the owner had not responded but that a possible new contact, Daryl Foreman was located with a notice sent and delivered to him on August 5th. Staff was directed to give him an additional 30 days. Mr. Witt presented Council with recently taken pictures of the building. He gave a general timeline of the events:

- Nuisance Intent Notice sent to Mr. Foreman in August 2009 with no response
- Town Council declared property a public nuisance and notice sent in October 2009- no response
- In November 2009 staff had the house boarded up to make it inaccessible to the public- a bill was sent and has remained unpaid
- Staff met with Salina Ayers in July, 2010 after Mr. Foreman passed away and she provided contact information and asked for time for her to settle her father's estate. She did take care of having the yard mowed in the summer of 2010.
- Grass notice mailed May 2, 2011- no response and staff had grass mowed May 9th
- Nuisance letter mailed June 15, 2011.
- Grass notice mailed July 28- no response but Council directed staff not to mow property again.
- Grass letter and Nuisance notice mailed to new contact person August 2011- No response
- Staff left voice message October 2011 no response.

Mr. Witt stated the total owed to the Town at this time is \$590.88, which does not include \$60 in taxes due December 5, 2011. The estimated cost for demolition is between \$3,000 and \$4,000. The current assessed value of the land (½ acre) is \$12,000 and the structure is valued at \$15,900. Mr. Witt advised he met with Mr. Eller and his recommendation is to move ahead with the plans to demolish the house. According to Mr. Eller, staff has followed all the requirements in Section 21-1- ***Removal, repair, etc., of buildings and other structures*** and if the house remains it will continue to decline and will tend to drag down the value of the homes and property in the area. The request is Council authorize the demolition of the structure and a lien be taken against the property in an attempt to recoup the cost.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, that the staff in accordance with Section 21-1 of the Town Code remove the structure located at 1102 15th Street and take appropriate action to recover all costs associated with this property.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes

Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes

c. Avoca Slave Cemetery

Mr. Coggsdale advised the Committee (Coleman and Ferguson) charged with reviewing the proposed acquisition of the Slave Cemetery across from Avoca met to go over the proposed plat and proposed agreement. The proposal would involve the Town acquiring property around the Slave Cemetery (0.497 acres) along with an easement granting ingress and egress to the property, while the Town would convey property (Tax Map: 69-4-2-1B) located along Main Street to Woodside Property Management LLC (owner of the property on which the Slave Cemetery is located).

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that a public hearing be set for Tuesday, December 13, 2011 at 7:00 p.m. in regard to the proposed exchange of a parcel of Town property (TM 69-4-2-1B) for a parcel of land owned by Woodside Property Management, LLC containing the Slave Cemetery.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

d. Council Retreat Update

Mr. Coggsdale thanked Council members for a successful Retreat and noted Council conducted its Retreat on Thursday, October 27th and 28th (Thursday 4:00 - 9:30 p.m. and Friday 8:30 a.m. – 5:00 p.m.). During the facilitated retreat, Council identified 7 aspirations that created 23 priorities. The facilitator, Ms. Tyler St. Clair indicated that the next step would be to hand off the Council's work to the management staff to create a work plan, which would identify responsible parties, activities, milestones and completion dates. Mrs. St. Clair is proposing a two-day management work session to achieve the work plan but to also begin a process of creating a high performance organization. The cost of this service is \$3,000. The total cost for the preparation work for the Council Retreat, the retreat itself and development of the report, as well as incidentals such as supplies and food is approximately \$4,900. This, as well as the additional \$3,000 if approved, would be from funds currently budgeted in the FY2012 Budget under "Miscellaneous and Professional Services".

It was the consensus of Council to schedule a Management Staff Two Day Retreat.

Mrs. Dalton commended Mr. Coggsdale for his leadership role in putting together the Retreat.

10. New Business

a. FY2011 Audit Presentation (Brown Edwards)

Mrs. Susan Chapman, Senior Associate with Brown Edwards & Co. LLC gave Council a brief presentation regarding the FY2011 Financial Report. Mrs. Chapman stated she has worked with staff on past Town's audits. She stated the

Town had an unqualified opinion which is the best that can be received. She felt the Town had a consistent FY2011 year as far as revenues and expenditures. There were no major items that came up during the course of the audit. New for the Town, was a single audit of Federal Funds due to the Community Development Block Grant funding as well as the TEA-21 Grant. She mentioned discussed in the reports are the PCBs with an estimated cost. No cost is definite until a path has been determined. The report shows there are options with a cost range.

Mr. Coleman stated the Finance Committee reviewed the report with Mrs. Chapman before the Council meeting.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to accept the FY2011 Audit Report.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

b. AEDA Presentation (Mark Younkin)

Mr. Mark Younkin, Chairman of the AEDA, addressed Council on behalf of the Altavista Economic Development Authority and its subcommittee's work in regard to the charge of the Town Council to create a strategic plan for economic development. He stated the sub-committee consisted of County and Town government officials, EDA directors, Chamber of Commerce members, Altavista on Track members, local industry leaders, small business owners, educators, and residents. Mr. Lee Cobb, former industrial recruiter was also contracted to help in the establishing this plan.

Mr. Cobb gave a short PowerPoint presentation on the economic development strategic action plan. He mentioned a major source for this action plan came from the 2010 Comprehensive Plan. Mr. Cobb stated economic development is more than a six to nine month commitment but is long term. He noted this plan calls for a full time economic developer. The plan cannot be done effectively with volunteers. He stated there will be inevitable changes. He noted this cannot fail, success being the only option.

Mr. Edwards suggested this be referred to the Finance Committee to locate the funds to support this plan.

Mr. Younkin respectfully requested Council to review the Strategic Action Plan and adopt this recommendation as this is an investment in the Town's future.

Mr. Edwards felt a lot of time, a lot of jobs and investment has been lost and this Economic Development Strategic Action Plan is the future.

A motion was made by Mr. Edwards, seconded by Mr. Ferguson, to refer the Economic Development Strategic Action Plan to the Finance Committee for review.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes

Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes

c. Planning Commission Request-Joint Hearing

Mr. Witt advised Mr. Andy Mattox addressed the Planning Commission at its October 31, 2011 meeting to present an idea to have 5 storage units on his property, 904 Main Street; property he recently purchased. There is an existing building and previous use of the building was for storage, but not as storage units. Staff explained that this use would require the issuance of a Special Use Permit-both in the current and newly adopted zoning ordinances. Mr. Witt stated Mr. Ferguson suggested that there be a joint public hearing at the Town Council's December meeting as this was not a 'controversial matter since the property was used for storage in the past' and he felt this would expedite the process as well as help with the appearance of the lot. By consensus the Planning Commission agreed. Staff explained that Town Council was typically against joint hearings for reasons provided, but that it was Mr. Ferguson's prerogative to suggest a joint hearing to Town Council.

Mr. Ferguson mentioned this lot has been an eye sore for several years and this would be a huge improvement to the appearance of the Town.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, that the application of Mr. Andy Mattox for a Special Use Permit at 904 Main Street be scheduled for a joint public hearing of the Planning Commission and Town Council on Tuesday, December 13, 2011 at 7:00 p.m.

Mr. Ferguson amended the motion to schedule a public hearing on December 5th for the Planning Commission and Council hold their public hearing on December 13th, at their regularly schedule meeting.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Abstained

d. Appointments

i) Altavista Economic Development Authority

e. Booker Building Policy

Mr. Coggsdale advised over the past several months the Town has experienced increased calls of service for the Police Department as well as damage associated with the Booker Building rentals. He, the Police Chief and Public Works Director have met to discuss the issues and seek a remedy. At the August 2011 Public Works Committee meeting, several amendments to the existing Booker Building Rental Policy were discussed. Staff recommends the following amendment to the Booker Building Rental Policy:

Two rental periods (9:00 a.m. to 2:00 p.m.) and (5:00 p.m. to 10:00 p.m.) be established. (Times could be flexible but the number of rentals in a day would be limited to two with a minimum of two hours between the two rentals and the ending time would be 10:00 p.m. for private events.) Staff feels this will help minimize the number of times Public Works will have to come out and clean the building between rentals. Staff also feels that with a 10:00 p.m. limit on hours it would assist in dealing with issues regarding law enforcement. (There have been occasions of reported violent behavior and drinking associated with events at the facility. Currently, the rental periods are in

four hour blocks beginning at 8:00 a.m. and ending at 12:00 (midnight). Any town/community coordinated function may seek a waiver from the time periods.

Mr. Edwards suggested any event running later than 10:00 p.m. hire an off duty officer.

Deputy Chief Walsh advised the calls for service were predominantly between 10:00 p.m. and 1:00/2:00 a.m. The private parties generate the calls for service.

Vice-Mayor Coleman requested the regulations be pointed out in the application.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the amendments to the “Booker Building Rental Policy” be adopted and apply to all rentals scheduled after this date.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

11. Town Manager’s Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project

- Sewer, Storm and Water are complete.
- Substantial Completion – December 21, 2011
- Final Completion – January 21, 2012
- Milling and Paving are scheduled for the evening of November 13th and continuing into November 14th and November 15th.
- Weekly meetings with business/property owners are held at 8:30 a.m. on Tuesdays at Rountrey’s Hardware.

Highway Improvement Projects

- Amherst Avenue (9th to Main) and the Broad Street (9th to Railroad) projects should begin shortly.

Pittsylvania Avenue Intersection Improvements

- Received agreement from VDOT making this a “locally administered project”
- Wiley Wilson has begun the coordination of the design with the Town’s Infrastructure and Streetscape Project design.

WWTP Emergency Overflow Pond

- PCB Bio-Remediation Alternatives Committee formed by Council in September (Members: Councilors Higginbotham and Edwards, and staff: W. Coggsdale and S. Bond)
- Committee met with Dr. Licht (Ecolotree) to discuss phytoremediation options.
- DEQ has set the endpoint goal at 50 ppm.
- RFP for Remediation Alternatives/Options was put on hold per Council’s direction last month. (Originally approved at the December 2010 Council meeting.)

Lynch Road Bridge Replacement

- Contracted with Schwarz, Inc. to engineer the project.
- Applied for a Joint Permit (which could take several months).

Water Asset Management Study

- ARC/GIS program installed on Public Works computer – Water system maps installed.
- Report has been delivered and staff is working with the consultant to create a Final Draft.

Bedford Avenue Park Improvements

- Town crews are doing some prep work including tree removal.
- Notice to Proceed to Burkhardt's should be issued in mid-November.

Reports

- i) Departmental
 - ii) Others
- b) Other Items as Necessary

Mr. Coggsdale advised he has been approached by someone requesting authority to visit Greenhill Cemetery to looking for paranormal activity after dark.

It was consensus of Council to deny this request, out of respect for the families of the deceased.

Mr. Coggsdale also mentioned he would like to schedule another meeting between Council and the County.

- c) Information Items

12. Matters from Town Council Members

13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A) (1) regarding discussion, consideration, or interviews of prospective candidates for appointment to the Economical Development Authority

A motion was made by Mr. Mattox and seconded by Mr. Ferguson.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Council went into closed session at 8:43P.M.

Notice was given that council was back in regular session 8:48 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mr. Mattox, seconded by Mr. Edwards to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to reappoint Ms. Linda Rodriguez to the Altavista Economic Development Authority for a four year term; expiring November 30, 2015.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to appoint Mr. Todd Hall to the Altavista Economic Development Authority for a four year term; expiring November 30, 2015.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mayor Burgess asked if there was anything else to bring before Council.

The meeting was adjourned at 8:50 p.m.

Ronald Coleman, Vice-Mayor

J. Waverly Coggsdale, III, Clerk